



TETRA TECH

MEETING MINUTES

Date of Meeting: August 26, 2014

Location: Los Angeles County Department of Public Works Headquarters (900 S. Fremont Ave. Alhambra, CA)

Subject: Steering Committee - Kick-off Meeting

Project Name: Los Angeles County Floodplain Management Plan Update

In Attendance: **Steering Committee:** Martin Araiza, George De La O, Scott Gardner, Lisa Naslund, Gil Nelson (phone), Belinda Popoff, Debbie Sharpton and Hu Yi
Planning Team: Eduardo Escobar, Michael Chen, Jeff Li, Terri Grant, Ira Artz, Rob Flaner and Kristen Gelino
Coordinating Agencies: Salomon Miranda and Susan Shu

Not Present: Mark Child, Loni Eazell (alternate attended), Michael Hart, Frank Lopez and Kendra Pospychalla

Summary Prepared by: Kristen Gelino – 9/4/2014

Project No.: 103IS3293/T32834

Quorum – Yes or No Yes

Item

Action

Welcome and Introductions

- George De La O opened the meeting and thanked the Steering Committee (SC) members for their attendance and their willingness to participate in this planning effort.
- Group introductions were made.
- The Agenda was reviewed and no modifications were made.
- Handouts provided included: Agenda, Draft Ground Rules, Los Angeles County Current Plan Goals, Floodplain Management Plan Draft Table of Contents

Why are we here? An Overview

Rob Flaner provided an overview of the Community Rating System (CRS) and the National Flood Insurance Program (NFIP). He explained the purposes for the planning effort and the prescript requirements of the CRS, which are scored through a point system. The County is striving to improve its current CRS class 7 rating. This planning effort will expand on the scope of the current Repetitive Loss Area Analysis Plan and will result in a Comprehensive Floodplain Management Plan. The SC's purpose in this effort is to advise the County on the development of its plan throughout the planning process.



Item	Action
<p>Rob also provided a brief overview of the plan development timeline, the role of the planning team, the risk assessment methodology, and the process for developing the public involvement strategy.</p> <p><u>The Steering Committee's Role</u></p> <p>Rob explained that the SC meetings will be organized and advertised as open public meetings and are subject to the requirements of the Brown Act. The SC is required to develop and publish ground rules and to notify the public of meeting times and locations. The County will be sending out a press release notifying the public of the start of this planning process. It is anticipated that the SC will meet about 8 times over the next 9 to 10 months.</p> <p>The SC discussed the draft ground rules and made the following decisions/revisions:</p> <ul style="list-style-type: none"> • Hu Yi was selected as the chairperson and Debbie Sharpton was selected as the vice chairperson. • Quorum will be 50 percent plus 1 members of the SC or 7 members. • Alternates may be designated for each SC member. An alternate attending on behalf of a SC member shall have full voting privileges. Alternates will be included on all SC emails and should stay informed of the business of the SC. • The SC will strive for consensus in its decision-making process. If consensus cannot be reached, the issue will move to a vote. Meeting minutes will reflect any dissenting opinions. • SC members are expected to attend meetings. If neither a SC member nor his or her alternate attends three consecutive meetings, the SC chairperson will reach out to the member to determine if participation will still be possible. • SC meetings will be held the fourth Tuesday of every month from 10:30 AM to 12:30 PM at the Los Angeles County Department of Public Works Headquarters in Alhambra. This meeting date may need to be adjusted to account for holiday conflicts. • The County will designate a Public Information officer (PIO) as the designated spokesperson for this planning effort. • Members of the public wishing to address the SC will be asked to fill out the Speaker Request Form. Total time for comment shall be 3 minutes per person and time may not be deferred. A member of the public may request clarification from the SC by raising his or her hand during the normal course of the meeting; however, permission to speak will be granted at the discretion of the chairperson. 	<p>Kristen will send out an email requesting the names and contact information for designated alternatives.</p> <p>Kristen will revise the draft ground rules as requested by the SC.</p> <p>The planning team will notify the SC of the contact information for the designated PIO and will provide business cards if possible.</p>



Item	Action
------	--------

The meeting agenda and handouts will be sent to the members of the SC and posted on the website no less than 72 hours in advance of the meeting. The planning team will strive to provide meeting materials to the SC one week in advance.

Goal Setting

Rob briefly reviewed the purposes of goal setting for this planning effort and asked SC members to review the goals for the current plan. In the plan update, the SC will develop a mission statement and will strive for linear goals and objectives that address the enhanced scope of the Plan update.

SC members should review the current goals of the Plan.

Public Involvement Strategy

The Public Involvement Strategy will be a topic of discussion at all SC meetings. At the next meeting the SC will begin to assess the County's capabilities and will begin to develop the strategy that will be utilized throughout this planning effort.

Questions posed by SC members about the planning process were discussed and a member of the Committee requested that the current Plan be distributed to the SC for review.

Kristen will distribute the current Plan to SC members.

Action Items for Next Meeting

The action items identified during the meeting were reviewed.

The meeting was adjourned at 12:15 PM

The next SC meeting is:

September 23, 2014 at 10:30 AM

**Los Angeles County Dept. of Public Works – Headquarters
(Small Dining Room)**

900 S. Fremont Ave., Alhambra, CA 91803